

## LSBME Dress Code Policy

POLICY NUMBER: 040101-00  
(This policy replaces policy number 072299-01)

CONTENT: Standards of dress expected at the LSBME

EFFECTIVE DATE: Issued: October 23, 2000  
Revised: May 1, 2002



## **LSBME DRESS CODE**

### **DRESS GENERALLY**

Dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image that the LSBME presents to the public.

During business hours and/or when representing the LSBME, staff is expected to present a professional, clean, neat, and tasteful appearance. When selecting attire, consider modest, conservative clothing, take schedules into account, keep a jacket in the office for the unexpected call that requires a more professional look, and ask your supervisor before wearing a questionable outfit or garment to work. Clothes are to be clean, wrinkle-free and without holes.

At the discretion of supervisory staff, you may be asked to leave the workplace until you are properly dressed and/or groomed. Under such circumstance, you will not be compensated for the time away from work.

Without unduly restricting individual tastes, refer to the following personal appearance guidelines:

- Shoes must provide safe, secure footing, and offer protection against hazards. Bare feet are inappropriate.
- Athletic type shoes and slippers are inappropriate in a professional setting. Exceptions may be made during official dress down days, special projects and/or certain medical conditions.
- Tube and/or halter tops, backless dresses or tops, skorts, shorts, and/or tee shirts (with logos) may not be worn under any circumstances.
- Jeans are inappropriate except for official dress down days and/or with special permission from your supervisor.
- Excessively tight fitting clothes are prohibited.
- Hats are to be removed upon entering the building and should not be worn indoors at anytime.
- Hairstyles are expected to be in good taste.
- Perfume, cologne, and aftershave lotion should be used moderately, as some individuals may be sensitive to strong fragrances.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry (i.e. eyebrow rings, nose rings, tongue studs and lip rings) is not professionally appropriate and may not be worn during business hours.
- Nails must be kept at a reasonable length of no longer than ½ inch past the tip of the finger, as fundamental work tasks include the ability to use computer keyboards efficiently. Excessively long fingernails may be a health hazard and as such are not allowed.

### **UNIFORM**

The officially adopted LSBME uniform logo belongs to the agency. The logo is the seal of the State of Louisiana with the letters "LSBME" placed immediately below the seal.

The *optional, officially* adopted uniform may be worn by agency employees ***only*** and *only while in the course and scope of official agency business*. It is the responsibility of each employee to purchase his/her own uniform.

Uniform shirts with the LSBME logo are to be ordered through the Human Resource Officer. Docker-style pants or skirts may be worn with the uniform shirt.

### **EXCEPTIONS**

Exceptions to the above may be made by the Executive Director or designee to accommodate disabilities and/or any other exceptional circumstances.

**Certification of Receipt of the LSBME Dress Code Policy  
(Rev. 05/01/02)**



**I certify that I have received, read and understand  
the LSBME Dress Code Policy.**

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**Signature**

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**Print Name**

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**Date**



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